

# Steal The Spotlight

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*This is what employers drool over*



## SKILLS IN DEMAND IN TODAY'S JOB MARKET

- Communication skills (written and verbal)
- Problem solving/analytical skills
- Teamwork skills
- Strong work ethic/motivation
- Computer skills
- Leadership skills
- Friendliness/outgoing personality
- Creativity
- Flexibility/adaptability
- Organizational skills
- Honesty/reliability

Source: National Association of Colleges and Employers

*Even though the economy is improving, competition for jobs is still intense. To stand out from the crowd, you must have and demonstrate the skills and qualities that employers want. The good news is that you probably have many of these skills already. You can work to develop the rest.*

Employers say that they want workers who can write and speak clearly. Unfortunately, these communication skills are what many job seekers often lack. Community Education may offer inexpensive speaking, reading, writing, and computer classes that will give you a head start with these important skills. Contact your local school district for more information.

You may notice from the introductory list that many of the most sought-after skills are “people” skills. Employers want to hire people that are friendly, easy to get along with, and capable leaders—they will have to work with you, after all. Employers also look for workers that can see problems coming, solve them, and work well with others on a team.



Would you want someone working for you that you didn't trust? Employers want people who are honest and reliable. Impress your employer by being on time for work every day, enthusiastic, and willing to work hard. The Utah Department of Workforce Services offers job-readiness workshops that can help you develop employment skills—check with your local office. With a little preparation, you can have the skills it takes to succeed in the job market.

## On The Web

[http://online.onetcenter.org/gen\\_skills](http://online.onetcenter.org/gen_skills)  
[http://www.careerkey.org/english/you/employers\\_want.html](http://www.careerkey.org/english/you/employers_want.html)  
<http://www.careers4graduates.org/changing/employerswant.phtml>  
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